

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 20, 2017

PAYROLL LETTER #17-015

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division**RE: DOCUMENT CUT-OFF DATES FOR 2017 CALENDAR YEAR-END PROCESSING**

To make sure the 2017 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cut-off dates listed below.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUT-OFF DATE</u>
<b>FORM STD. 676P/V</b> Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176	Income and Social Security/ Medicare/State Disability Insurance Taxes will be withheld	November 1, 2017
	Social Security/Medicare/ State Disability Insurance Tax only will be withheld	December 1, 2017
<b>FORM STD. 674A/R</b> Reference the PPM, Section I 001	Payroll Deduction Accounts Receivable	November 1, 2017
<b>FORM STD. 674</b> Reference the PPM, Section I 050-056	Nonresident Alien with Tax Treaty Exemption	December 1, 2017
Reference the PPM, Section I 400-411	Suspended Payments	December 1, 2017
Reference the PPM, Section E 203	LC 4800	December 15, 2017
<b>FORM STD. 674D</b> Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2014	December 1, 2017

**FORM STD. 422**Reference the PPM,  
Section N 103-111

Salary Advances

December 1, 2017

**FORM STD. 675**Reference the PPM,  
Section N 147Moving Expense/Social  
Security/Medicare/State Disability  
Insurance Taxes will be withheld

December 1, 2017

**FORM STD. 995A**Reference the PPM,  
Section I 178-179

Agency Collection A/R

December 1, 2017

**FORM STD. 995R**Reference the PPM,  
Section 180-181

Refund of Over-Collected A/R

December 1, 2017

**FORM PPSD21**Reference the PPM,  
Section I 900-913

Deceased Employee Data

December 1, 2017

**NOTE:** If the SCO does not receive the documents by the specified cut-off dates, we may have to issue your employees a Form W-2C, **Corrected Wage and Tax Statement**.

December 2016 PAR/PPT and Payroll Documents

**Do not key December 2016 PAR/PPT and Payroll Documents after December 21, 2017 through December 27, 2017.** During this period, please submit documents to PPSD/Personnel Operations for manual processing. Agencies and Campuses located in the Sacramento area can hand-deliver the documents to the receptionist window located at 300 Capitol Mall, 10<sup>th</sup> floor. Offices located outside the Sacramento area can send one copy of the documents via fax to (916) 322-8137. Agencies and Campuses should continue to key the December 2017 PAR/PPT and Payroll Documents.

December 2017 PAR/PPT – Calendar Year-End Separation

Submit all 2017 calendar year-end separation PAR/PPT to PPSD/Payroll Operations for manual processing no later than **December 15, 2017** to ensure deferral amounts process timely. For additional information, please see Payroll Letter #17-014 – Separation Process with Lump Sum Deferral ([http://www.sco.ca.gov/Files-PPSD-Letters/2017\\_p17-014.pdf](http://www.sco.ca.gov/Files-PPSD-Letters/2017_p17-014.pdf)).

If you have any questions, contact the Customer Contact Center at (916) 372-7200.

DS:SF:TSS